



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MAR 22 2010

MEMORANDUM FOR DIRECTOR, JOINT STAFF


SUBJECT: Charter Renewal – Board of Visitors (BoV) National Defense University (NDU)

The charter for the BoV NDU is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. Pursuant to 41 CFR § 102-3.70, my Advisory Committee Management Officer (ACMO), will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the BoV NDU's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that the BoV NDU's membership is not unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact me or my ACMO, Frank Wilson, at (703) 601-6100.

  
Michael L. Rhodes  
Acting Director